



Ogden Parks and Recreation
 269 Ogden Center Road
 Spencerport, NY 14559
 (585) 617-6174
www.ogdenny.com



COMMUNITY CENTER RESERVATION FORM

Please note:

- Payment must be made at time of reservation using cash, check, or credit card (Visa, Mastercard, Discover- additional processing fee applies).
- Facilities are closed for most holidays; Facilities open for holidays will be at an additional rate.
- Reservation requests must be submitted at least 2 weeks prior to requested date.
- Please make checks payable to: TOWN OF OGDEN
- Return via mail or in person: Ogden Parks & Recreation, 269 Ogden Center Road, Spencerport, NY 14559 between the hours of 8:30am-4:00pm
- All information is required. Please write legibly.

1. Name of Group/Organization: _____ Today's Date: _____
2. Purpose for Using Facility (be specific): _____
3. Name of Applicant (must be 21 years or over and present during time of rental): _____
4. Applicant's Address, City, Zip: _____
5. Phone (Home): _____ (Work): _____ (Cell): _____
6. Email: _____
7. Will there be food/beverages (*alcohol is not allowed)? YES NO
8. Special Requests (team practice, catering, etc.: permission may be needed & insurance may be required): _____

Rooms are available in full or half hour increments. Facilities are closed for most holidays; there will be an additional \$15 charge for holidays the facilities are open. Rooms can only be entered during the day/time requested.

Room	Resident Rate	Non-Resident Rate
Gymnasium	\$50 for first hour \$40 each additional hour	\$60 for first hour \$50 each additional hour
Multi-Purpose Rooms	\$30 for first hour \$25 each additional hour	\$40 for first hour \$35 each additional hour

Special Set Ups (includes changing the room for original set-up prior to arrival):

Residents/Non-Residents: \$20

Party Bin Rental (usage of party bin: misc. sports balls- football, basketball, soccer, etc.):

Residents/Non-Residents: \$15

Certificate of Insurance may be required of individuals/groups using our facility.

ROOM REQUESTED (please specify)	DAYS/DATES REQUESTED	START TIME (room cannot be entered until this time)	END TIME (room must be vacated by this time)	Anticipate# of People
Gymnasium Multi-Purpose Room	(specify each date)	Include Set-Up Time	Include Clean-Up Time	



****Signature required on back as well as on Indemnity Agreement.****



Applicant's
Initials

Town owned buildings and facilities, when not in use for Town purposes, may be used for recreational, civic, and educational purposes by the community in accordance with the policy outlined by the Ogden Town Board and the regulations herein provided.

- ___ 1. **APPLICANT MUST BE 21 YEARS** of age or older and must be present at the activity and assume responsibilities for his/her guests.
- ___ 2. **PERMIT IS NON-TRANSFERABLE.**
- ___ 3. **FACILITY CANNOT BE ACCESSED** until time specified on permit. Requested rooms cannot be entered until time stated under *Start Time*. Requested rooms must be clean and vacant by the time stated under *End Time*. All rentals must end 30 minutes prior to building closing time. Hallways and foyers must remain open and accessible to the general public at all times. OPRD reserves the right to determine if additional set up/take down time is required.
- ___ 4. **FACILITIES WILL BE INSPECTED BEFORE AND AFTER EACH RENTAL.** Facility, equipment and grounds must be in the same condition as prior to renting the facility. Should damages occur, the person signing this agreement will be billed the additional costs.
- ___ 5. **CANCELLATION/REFUND POLICY**
 - Refunds will only be given if cancellation is received in writing at least 30 days prior to rental date.
 - *No refunds* will be given if cancellation is made less than 30 days prior to rental date.
 - All refunds are subject to a \$25 processing fee, and town board approval. It may take 4-6 weeks to receive refund.
 - Any changes to the date on your permit are subject to a \$15 processing fee.
- ___ 6. **ALCOHOLIC BEVERAGES ARE NOT ALLOWED** at the Community Center.
- ___ 7. **FOOD and BEVERAGE** are to be kept in multipurpose room #1 only. Popcorn machines, grills, fryers are not allowed.
- ___ 8. **INCLEMENT WEATHER**...in the event the Department/Town closes due to inclement weather, the building will be closed and a refund will be issued.
- ___ 9. **SMOKING and TOBACCO USE** is not permitted in or around Town Buildings.
- ___ 10. **CONDUCT**...Sponsoring groups/organizations will insure that proper order is maintained and that the function reflects favorably upon the sponsor and the Town of Ogden
- ___ 11. **PETS** (with the exception of service animals) are not allowed in the community center. Petting zoos, animal presentations are not allowed without prior permission.
- ___ 12. **GYMNASIUM:** An adult chaperone must be in the gymnasium with children at all times. Children may not be left unaccompanied. The hallway door to the gymnasium must remain open during time period the gym is rented. Sneakers must be worn in the gym at all times. Certain activities/equipment are prohibited; submit requests on page 1 of this form, requests are subject to Director approval.
- ___ 13. **THE ATTENDANT ON DUTY** shall approve the use of any materials, equipment and footwear on the gymnasium floor.
- ___ 14. **DECORATIONS:** Only free standing or table decorations are allowed. No tape, tacks, nails, staples, or glue. Fog, fog machines, bubbles, confetti, glitter, candles/open flame, straw or hay are not permitted. Balloons must be securely anchored. All decorations must be completely removed at end of rental. Decorations are **NOT ALLOWED** in public hallways or gymnasium.
- ___ 15. **ALL GARBAGE** is to be removed by the renter.
- ___ 16. **INSURANCE COVERAGE**...The Town may require the group/organization to provide coverage for the event.
- ___ 17. **GAMBLING** on Town property is not permitted except when permitted by the Town Board.
- ___ 18. **NO FOOD OR MERCHANDISE** may be sold in Town recreational facilities or on Town property without written approval from the Town of Ogden Parks and Recreation Director.
- ___ 19. **PARTICIPANTS** cannot be charged an additional fee for admission, participation, etc.
- ___ 20. **ROOM SHALL BE LEFT EXACTLY AS IT WAS FOUND.** Special set-ups or take-downs will not be done without prior arrangements and payment.
- ___ 21. **PARKING LOTS** are open for all Town patrons. Vehicles are not allowed on pathways, or grass areas.
- ___ 22. **FACILITIES MAY NOT BE USED FOR** religious purposes, sales promotion, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing.
- ___ 23. **OPRD RESERVES THE RIGHT TO PROHIBIT CERTAIN ACTIVITIES/EVENTS ON TOWN GROUNDS.**

By signing this request, my group/organization and I agree to be bound by the above terms and conditions, to pay fees charged and to pay the cost of repair or replacement of the Town of Ogden Parks and Recreation property damaged as a result of the use of this facility.

Signature

Date

Signature is required on next page



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INDEMNITY AND HOLD HARMLESS AGREEMENT

(Name of Applicant/Group/Organization)

By signing below, the above mentioned applicant/group/organization hereby agrees to indemnify and hold harmless the Town of Ogden from any and all claims or actions based upon property damage, personal injury, or death resulting from any acts, omissions, or any other matter whatsoever of the above mentioned group/organization, its members, guests, and invitees, while on the premises of the Ogden Community Center located in the Town of Ogden.

This agreement shall include indemnity to the Town of Ogden for all costs, counsel fees, expenses or any other liability whatsoever, which may be incurred by the Town of Ogden as a result of the above-mentioned group/organization's use of the Town of Ogden facilities.

Signature

Date